

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



May 18, 1998

ALL-COUNTY INFORMATION NOTICE I-31-98

TO: ALL COUNTY WELFARE DIRECTORS  
ALL PRIVATE ADOPTION AGENCIES  
ALL CDSS ADOPTION DISTRICT OFFICES

**REASON FOR TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CDSS TIME FRAME FOR ISSUING THE ACKNOWLEDGMENT AND CONFIRMATION OF RECEIPT OF RELINQUISHMENT DOCUMENTS FORM (AD 4333)

REFERENCE: Title 22 California Code of Regulations (CCR) Section 35035

Several adoption agencies have expressed concern regarding the length of time it takes to receive acknowledgments after adoption case documents have been sent to the California Department of Social Services (CDSS). As a result, we have examined our process for issuing acknowledgments and made changes which enable us to reduce our average processing time frame by 27 percent. This All-County Information Notice is to inform agencies of our new time frame for processing documents submitted by agencies pertaining to freeing a child for adoption, and for issuing the Acknowledgment and Confirmation of Receipt of Relinquishment Documents form (AD4333). The documents at issue include relinquishments and court orders terminating parental rights, as well as other required forms (Title 22 CCR Section 35035) which provide information supporting the issuance of the AD 4333. Please note that the AD 4333 sent in reply to submitted documents may represent either a full acknowledgment (all parental rights terminated), a partial acknowledgment (parental rights of all parents have not been terminated), or a request for corrected or additional information regarding a case before acknowledgments can be issued.

Under the former process, it took an average of eleven working days from the date CDSS received the documents from the agency to process them and send an AD 4333 in reply. Under the modified process, CDSS's internal processing time frame is now an average of eight working days. We want to emphasize that this average eight working day period does not include the time it takes documents to reach CDSS after they are mailed by the agency, or the time it takes the AD 4333 to reach the agency after it is mailed from the Department, but refers only to CDSS's internal processing time frame after the documents have been received. Allowing for time in the mail at both ends of document processing, agencies can expect to receive an AD 4333 for a case

within approximately twelve working days after mailing documents to CDSS. This time represents an average and should not be construed as a guarantee.

We share your concern for more expedient issuance of acknowledgments and hope the improvement we have made assists you in your efforts to place children in adoptive homes.

Questions regarding this notice should be directed to the Adoptions Systems Unit at (916) 322-3778 or e-mail [ikrake@dss.ca.gov](mailto:ikrake@dss.ca.gov).

Sincerely,

A handwritten signature in cursive script that reads "Marjorie Kelly".

MARJORIE KELLY  
Deputy Director  
Children and Family Services Division

c: CWDA